

14 May 1953

MEMORANDUM FOR: All Employees of the General Services Office

SUBJECT: Career Designations

1. The Career Service Program includes a provision for a career designation of each employee now on duty in CIA.

2. In the establishment of these career designations, an employee may select the career service board to which he will look for assistance in the planning of his career in a particular field of endeavor within the Agency. However, the employee's selection of a particular board must be agreeable to that board; that is to say, the person must be qualified and acceptable as an employee of the activity under the jurisdiction of that board.

3. There is attached a list of the career service boards in the Agency. Also attached is a form to be completed by you indicating the career service board to which you would prefer to be assigned in view of your qualifications. These forms should be returned to your Division Chief by not later than Wednesday, 20 May 1953.

4. The mechanics of exchanging information with other boards, reviewing files, arranging interviews and other related problems make it difficult to complete the process within a relatively short time. Therefore, employees of GSO will in the first instance be reported to the CIA Career Service Board with GSO career designations unless, in the case of those employees desiring other designations, arrangements can be made to comply with existing procedures prior to the deadline for reporting career designations to the Personnel Office which has been established as 22 May 1953. After that date negotiations with other career service boards will be pursued in considering requests from employees for changes in their individual career designations.

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Chief, General Services Office

Attachments 2

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